OFFICE OF THE CITY ADMINISTRATOR

Number:	222
Sections:	1 - 7
Effective Date:	4/11/91

SUBJECT: Records Management Program

1. Purpose - To establish a consistent citywide Records Management Program that demonstrates responsible control and systematic handling of the City's records.

2. History - In the past, control of city records was highly decentralized. In this decentralized system, individual departments were responsible for the storage and disposition of their records. With no existing city wide records policies/procedures to follow, inactive records were stored at primary or secondary locations in file cabinets or boxes. Many past the legally required disposal date. Disposal of these records was either done randomly or when existing file space was exhausted.

3. Authority - Charter of the City of Huntington Beach Section 401(h).

4. Application - The regulation applies to all City Departments.

5. Policy - Records Management Program will provide the structure and guidelines for definitions, records retention schedules, retrieval process and destruction process for the City.

6. Responsibility

6.1 Records Manager

6.1.1 Shall be responsible for managing and operating the City's Records Management Program including the following:

a) Develop and maintain the records retention schedule for the City.

b) The establishment and maintenance of a records center.

6.1.2 Shall perform periodic records audits within departments for the purposes of monitoring policy and procedure adherence.

6.1.3 Shall act as records consultant for the operating work areas/departments.

6.1.4 Shall act as an advisor to the departments regarding all records storage or related equipment requests (including file cabinets, credenzas, vaults/safes, micrographics and light source equipment, e.g., optical disk).

6.1.5 Shall act as the city authority regarding all aspects of records management.

7. Definitions

7.1 City records - all paper, micrographics, magnetic tape or disks, and light source equipment that have operational, legal, fiscal, and historical value.

7.2 Records center - an authorized and secure location or locations where all inactive and pre-dispositioned city records will be stored.

7.3 Records Manager - an individual within the city who is assigned the responsibility for managing and operating the Records Management Program.

7.4 Records Retention Schedule - a comprehensive list of records services maintained by the city that indicates the time table during which records are maintained in primary office space or transferred to inactive records centers.

7.5 Records Retrieval - the ability for authorized personnel to have access to city records in the event of litigation or government audit. Delivery of requested records will be within a 24 hour time period.

7.6 Records Disposal - the authorized disposal of records after termination of the retention period. Exceptions to the disposal schedule would be any record(s) that legally must be retained for an indefinite period or records deemed to have historical (archival) value.

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Michael T. Uberuaga, City Administrator Date